

PERSONNEL AND TRAINING TASKS

1. Process Personnel Actions:
 - a. Confer with Branch Chiefs
 - b. Prepare Form 52
 - c. Post action to Division records
 - d. Distribute Form 50
2. Personnel Assignment and Replacement:
 - a. Prepare request to CSE
 - b. Review personnel files and interview candidates
 - c. Interview Br. Chiefs and Pers. Officers of other Divisions
 - d. Review career plans and make list of eligibles
3. Position Evaluation:
 - a. Fact finding
 - b. Writing Position Descriptions
 - c. Liaison with PED
4. Rotation:
 - a. Planning and maintaining control records
 - b. Review and comment on forms 202
 - c. Meeting with Br. Chiefs, Ch/SS, and Personnel Board
 - d. Prepare dispatch
 - e. Prepare bi-monthly report
5. Counseling:
 - a. Insurance
 - b. Illness
 - c. Transfers
 - d. Promotions
 - e. Leave
 - f. Allowances
 - g. Returnees
 - h. Discipline cases
6. Fitness Reports:
 - a. Disseminate and control forms 45
 - b. Complete form 45 for Personnel Staff
 - c. Correspondence with the field
 - d. Reviews all forms and brings to attention of Ch/SS all outstanding and unsatisfactory cases

7. Organization and Position Changes:

- a. Meeting with Br. Chiefs and Chiefs of Support Staffs
- b. Develop desired changes and prepare request for changes
- c. Note change from form 261 to Division records
- d. Correspondence with field

8. Cover:

- a. Coordinate cover requirements (Develop staffing patterns)
- b. Coordinate cover arrangements
- c. Process personnel (Brief and control processing steps)
- d. Prepare reports, as required
- e. Prepare related correspondence

9. Contract Personnel:

- a. Recruitment
- b. Negotiation
- c. Contract preparation
- d. Termination processing

10.

- c. Re negotiation
- d. Termination processing

11. Travel:

- a. Prepare travel order for all PCS
- b. Advise on processing in and out
- c. Correspondence with field on arrival and return

12. Training:

- a. Advise and schedule courses for individuals
- b. Review and approve training requests
- c. Develop annual training requirements
- d. Establish and maintain control record on courses taken and to be taken
- e. Prepare annual report for OTR
- f. Develop JOT requirements, review folders, interviews

13. Meeting:

- a. Ch/SS Staff meeting
- b. Personnel Officers meeting